CALIFORNIA STRATEGIC GROWTH COUNCIL

Memorandum

DATE: August 15, 2018 **- UPDATED October 2nd, 2018**

TO: Applicants for Round 2 of the Transformative Climate Communities (TCC) Program

FROM: TCC Program Staff

RE: Instructions for the TCC Program Round 2 Implementation Grant Application

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This document contains instructions for the TCC Program Round 2 Implementation Grant Application. Applicants should read through ALL the instructions prior to beginning work.

All application materials can be found on the SGC website: http://www.sgc.ca.gov/programs/tcc/resources/

Please contact the SGC with any questions: tcc@sgc.ca.gov or (916) 322-6138.

UPDATES as of October 2nd, 2018

The Round 2 Implementation Grant Application Instructions have been updated. Edits can be found throughout the document in **bold red text** and ~~red strikethrough~~.

Funding Availability

- Per the Amendment to the Notice of Funding Availability (released September XX, 2018), applicants have been instructed to develop proposals for $23 million. References to “Scenarios 1 and 2” have been removed throughout the instructions.
- See Section C. Application .zip File and Naming Conventions, Pages 7-8.

Budget Supporting Documentation

- The FY 2018-2019 Final Program Guidelines require that applicants submit “supporting budget documentation such as quotes from contractors” as one of the Grant Administration requirements (See TCC Program Thresholds, Page 25). We have updated the Application Instructions to provide further guidance on what supporting documentation should be submitted.
- See Section E. Application Workbooks, Pages 13 and 15.

AHSC Application Workbook Compatibility

- Additional guidance provided to ensure full functionality of the workbook.

Application Checklist

- The Application Checklist has been updated to reflect the changes above, as well as a missing checkbox for the Leverage Funding Verification requirement described in Section B. Threshold Uploads, Page 6.
- See Section F. Application Checklist, Page 17.

Application Deadline

All Implementation Grant Applicants must submit an application using the Financial Assistance Application Submittal Tool (FAAST) system by **5:00 pm on Tuesday, October 30, 2018**. No late applications or application revisions will be accepted after the application submittal deadline. Any hard copy submittals of the application, including all required plans and supporting documentation, must be postmarked no later than October 30, 2018. No facsimiles, electronic transmissions via email, or hand-delivered copies of complete applications will be accepted after that date.

Application Review

All applications will be reviewed by TCC Program Staff to ensure that all required documentation is submitted and applications complete. Applicants that may be missing application information will be notified by TCC Program Staff. If applicants are contacted because of missing information, the application will be deemed incomplete if the applicant is non-responsive or does not provide the missing information within two (2) business days.

Instruction Sections

A. FAAST - Financial Assistance Application Submittal Tool - System
B. Threshold Uploads
C. Application .zip File and Naming Conventions
D. Fillable PDFs
E. Application Workbooks
F. Application Checklist

A. FAAST - Financial Assistance Application Submittal Tool

FAAST System

Applicants can access the FAAST system at http://faast.waterboards.ca.gov/.Each Applicant must create a login name and password in order to access the application.

Applicants will use the FAAST system to:

- Provide identifying information for the application
- Answer narrative questions
- Upload the Implementation Grant Application .zip file with the Workbook and upload documents. The template .zip file can be downloaded from the SGC website at: http://sgc.ca.gov/programs/tcc/resources/.

FAAST Webinar

A pre-recorded webinar to demonstrate the use of the FAAST system will be available to Applicants in mid-August for both Implementation and Planning Grant Applicants. The pre-recorded webinar will be available on the SGC website at: http://sgc.ca.gov/programs/tcc/resources/

FAAST Help Desk

If you have technical issues regarding the FAAST system, please contact the FAAST Help Desk at 1(866) 434-1083 or FAAST_ADMIN@waterboards.ca.gov.

FAAST System Tips

- Explore the FAAST system before beginning work on your application.
- Once you create a login, the system will assign a PIN to the application. Write down your PIN for easy reference.
- Prepare answers in an unformatted text document for editing. Once answers are complete and proofed, cut and paste information into the online application and ensure that your content is displayed correctly and responses are not cut off.
- Use only basic formatting. Extra symbols for layout designs can interfere with completion of the online application.
- **Save your work often**. The FAAST tool starts a 90-minute timer each time a user logs into their account. The time resets to 90 minutes each time a user saves their work to the system. When working in FAAST, you can save work-in-progress at any point, and you can then return to your application at another time.

B. Threshold Uploads

Applicants must upload the documents described below in order to demonstrate that they meet all TCC Program Thresholds. Note that in addition to these documents, Applicants are also required to answer narrative questions about the Threshold Requirements in the FAAST system. Instructions for uploading and naming documents can be found in Section C: Application .zip File and Naming Convention.

Vision for Transformation

1. Project Area

At least 51% of the geographic area of the proposed Project Area must overlap with Census Tracts within the top 5% of disadvantaged communities, per CalEnviroScreen 3.0[1]. The remaining, 49% or less, of the geographic area of the proposed Project Area must overlap either with a disadvantaged community (top 25% per CalEnviroScreen 3.0) or a low-income community as defined by AB 1550[2]. Applicants may propose a Project Area boundary that does not align with Census Tract boundaries. The Project Area should be no larger than approximately five-square miles.

a. Upload a map of the Project Area: Applicants must provide two (2) file formats: 1) a PDF and 2) a KMZ/KML or Shapefile. Click the link provided in Appendix B of the TCC Program Guidelines to view the TCC Mapping Tool[3]. Use the TCC Mapping Tool to view top 5% and 25% CalEnviroScreen 3.0 Census Tracts and low-income Census Tracts as identified by AB 1550. Download the KML data and use Google Earth or geographic information system (GIS) software to develop a map of the Project Area that meets the TCC Program requirements. The map must contain the following elements:

   i. Project Area boundary
   ii. Labels for streets or landmarks that make up the Project Area boundary
   iii. CalEnviroScreen 3.0 top 5% and 25% disadvantaged Census Tracts
   iv. CalEnviroScreen 3.0 top 25% disadvantaged Census Tracts or AB 1550 low-income Census Tracts

b. Upload a summary of the Project Area: Include the information below:
   i. Project Area - Total Square Miles
   ii. CalEnviroScreen Top 5% Census Tracts – Total Square Miles and Percent of the Project Area
   iii. CalEnviroScreen Top 25% Census Tracts – Total Square Miles and Percent of the Project Area or AB 1550 low-income Census Tracts – Total Square Miles and Percent of the Project Area

Note: Applicants can include this summary in the PDF map of the Project Area if it can be easily presented in 12-point font or larger.

[1] CalEnviroScreen 3.0 - https://oehha.ca.gov/calenviroscreen/report/calenviroscreen-30
[2] AB 1550 - https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201520160AB1550
[3] TCC Mapping Tool – http://oehha.maps.arcgis.com/apps/webappviewer/index.html?id=ba698dc09c824da1b1ab3d0dd7f5bd54

Eligible Applicant Requirements

1. Signed Memorandum of Understanding describing the Collaborative Stakeholder Structure

a. Upload a signed Memorandum of Understanding: Applicants must upload a Memorandum of Understanding, signed by the Lead Applicant and all Co-applicants, that describes the Collaborative Stakeholder Structure and includes the following components:

i. Identification of a Lead Applicant;
ii. Roles and responsibilities for the Lead Applicant and each Co-applicant;
iii. Governance of the Collaborative Stakeholder Structure, including process for handling disputes, and procedure to change, add or remove partners;
iv. Legal and financial considerations (i.e., assumption of liability, financial relationship between Grantee/Partners, the process the Lead Applicant will use to reimburse the Co-applicants and partners, and subcontractors procurement process);
v. Transparent decision-making processes;
vi. Non-discrimination clause;
vii. Meeting facilitation procedures, including frequency of meetings, minimum number of meetings open to public, means for publishing meeting agenda and notes for public access; and
viii. Process for involving community representatives in decision-making.

If a proposal is selected, the Memorandum of Understanding may be revised to comply with all administrative, statutory, and TCC Program requirements during a Post-award Consultation. See Section II.I, Implementation Grant Administration, in the Guidelines for additional information.

2. Support and Participation of Public Agencies

a. Upload an adopted resolution: The Collaborative Stakeholder Structure must include a local or regional public agency as the Lead Applicant or Co-applicant. If the Lead Applicant is a public agency, they must include an adopted resolution that includes an authorization to apply for and accept a TCC Implementation Grant if selected for an award, and authority to execute all related documents.

b. Upload a letter of support: If the public agency is a Co-applicant, then the Applicant must provide a letter of support from the public agency.

3. Management Capacity

The Lead and Co-applicants must demonstrate their ability to successfully manage the implementation of infrastructure projects that are similar in scope and size to the ones that will be funded through the TCC Program.

a. Upload annual reports, project close-out reports, or other similar documents: Demonstrate the ability of the Lead and Co-applicants to implement similar projects in scope and size in California over the last ten (10) years by providing a portfolio of the applicant, lead staff experience, organization's annual reports, project close-out reports or similar documents.

b. Upload at least one (1) letter of support for each Lead Entity: The letters should be from a reference for each entity leading a Project that speaks to the quality and timeliness of the work completed by either the Lead or Co-applicants.

4. Financial Capacity

The Lead and Co-applicants must demonstrate the capacity to pay expenses prior to seeking reimbursement from the State.

a. All organizations must upload: A copy of their current annual organizational budget, most recent financial audit, or if an audit is not available, a copy of the organization's recent financial statements.

b. Non-profit organizations must upload: A copy of their most recent Federal Form 990 and a copy of the organization's IRS 501 (c)(3) Tax Determination Letter.

5. Leverage Funding Verification

The Lead and Co-applicants must provide documentation to verify commitment of leveraged funds, either at a minimum in the form of a letter or an adopted resolution from the entity providing funds.

a. Upload documentation for each leverage funding source that includes:
   i. the amount of funding
   ii. a description of the intended use of funding
   iii. start and end date for funding, and
   iv. whether funds are contingent on the TCC grant award.

This information should match the "Leverage Funding Sources" tab in the Summary Workbook (see "Section E. Application Workbooks" for addition instructions).

Project Area Requirements

1. Letter from Local Jurisdiction's Planning and Public Works Department

a. Upload a letter: The letter should be from the local jurisdiction's Planning and Public Works Department verifying that the TCC Proposal is consistent with land use designations, building intensity and density requirements, as well as all applicable goals, policies and programs.

2. High Speed Rail (HSR)

Applicants from cities with planned HSR stations along the initial "Silicon Valley to Central Valley Line" must demonstrate that the TCC Project Area includes multi-modal connectivity and affordable and mixed-income housing connected and accessible to the HSR station area.

a. Upload a map: Demonstrate multi-modal connectivity to the HSR station area and also the location of affordable and mixed-income housing connected and accessible to the HSR station area via active transportation and transit.

b. The major street names should be labeled on the map. If transit routes are included, the frequency of buses (developed or proposed) should be labeled, color coded, or provided in a legend or description.

C. Application .zip File and Naming Conventions

Applicants must compile all application related materials into a single .zip file that will be uploaded in the online FAAST system. Applicants must download the templates for the folder and workbook on the SGC website.

All materials should be labeled using the following naming convention:

Application .zip file: **TCCR2_IG_[APPLICANT NAME].zip**
~~TCCR2_IG_[APPLICANT NAME]_Scenario 1.zip~~
~~TCCR2_IG_[APPLICANT NAME]_Scenario 2.zip~~

Per the TCC Notice of Funding Availability (NOFA), Applicants are required to develop proposals **for $23 million.**

~~the following two scenarios:~~

- ~~Scenario 1: Grant award of $23 million~~
- ~~Scenario 2: Grant award of $33 million~~

~~Applicants will download the TCC R2 Implementation Grant Application .zip file and make 2 separate versions of the entire application – one labeled "Scenario 1" and one labeled "Scenario 2". Each folder should be treated as a standalone proposal with separate materials.~~
~~SGC staff will update Applicants if any information provided in the NOFA changes.~~

Threshold Uploads: [APPLICANT NAME]_[FILE NAME]
OR, if there are multiple documents:
[APPLICANT NAME]_[FILE NAME]_1 of [total # of documents]

Examples: City XYZ_Letter of Support_1 of 2.pdf
City XYZ_Letter of Support_2 of 2.pdf
City XYZ_Project Area Map.kmz

Folders for each of the Threshold Uploads have already been labeled. Make sure documents are saved to the appropriate folder.

Transformative Plan files: [APPLICANT NAME]_[Transformative Plan shorthand*]_[FILE NAME]

*Transformative Plan shorthan":
"Climate" – Climate Adaptation and Resiliency Plan
"Displacement" – Displacement Avoidance Plan
"Community" – Community Engagement Plan
"Workforce" – Workforce Development and Economic Opportunity Plan

Examples: City XYZ_Community_Workbook.xlsx
City XYZ_Community_Questions.pdf
City XYZ_Community_Budget Support Doc_1 of 5.pdf

Folders for each of the Transformative Plans have already been labeled. Rename the Workbook and Question files using the naming conventions above.

Project folders: [PROJECT NUMBER]_[PROJECT NAME]

Examples:
1_Tree Planting
2_Family Park
3_Housing Project

Within the "3_Projects" folder, project materials are organized by Strategy. **Do not** relabel the Strategy folders. Within each Strategy folder, rename the "Template Project Folder" using the naming convention above.

If Applicants have multiple projects under each strategy, make a copy of the "Template Project Folder". Make sure the folder is still saved under the appropriate Strategy.

Project files: [PROJECT NUMBER]_[PROJECT NAME]_[FILE NAME]
OR
[PROJECT NUMBER]_[PROJECT NAME]_[FILE NAME]_1 of [total # of documents]

Examples:
2_Family Park_Workbook.xlsx
2_Family Park_Questions.pdf
2_Family Park_Budget Support Doc_1 of 5.pdf

2_Family Park_CEQA_1 of 2.pdf
2_Family Park_CEQA_2 of 2.pdf
2_Family Park_Site Control.pdf

2_Family Park_Quantification_1 of 2.xlsx
2_Family Park_Quantification_1 of 2.pdf

Within each Template Project Folder, template Workbooks and Questions have been provided. Complete the documents and rename them using the naming convention above.

In addition, each "Template Project Folder" includes folders for "Readiness Documentation" and "Quantification Documentation." **Do not** rename these folders.

- The "Readiness Documentation" folder should be used for all readiness documents described in the project Questions PDFs (CEQA, site control, permits, maps, design files, etc.). Name all readiness documents using the naming convention above.

- The "Quantification Documentation" folder should be used for all supporting documentation described in the project questions PDF. Name all quantification documents using the naming convention above.

D. Fillable PDFs

There are two types of Fillable PDFs: “Questions” and “Priority Population” forms.

QUESTIONS

Applicants must complete narrative questions for all Transformative Plans, Fundable Projects (Quantifiable and Non-Quantifiable), and Leverage Funded projects. Fillable PDFs contain questions that will prompt the Applicant to provide identifying information, answer narrative questions, and upload supporting documentation.

Cover Page

- Information on the cover page should match information provided in the Workbook and FAAST system.
- Project Number and Name should also match the folder/file names in the TCC R2 Implementation Grant Application .zip file.

Character Limits

- Note that all text boxes have character limits indicated in parentheses after each question.
- In addition, make sure that any answers provided are not cut-off within the text box. If any portion of the answer is not visible, it will not be printable for reviewers and will not be reviewed.

TCC Quantification Methodology

- The last section of all Project questions (with the exception of the Leverage Project questions) pertain to the inputs and supporting documentation needed to use the TCC Quantification Methodology for estimating greenhouse gas (GHG) reduction.
- These questions **are not** required for Non-Quantifiable projects.
- Applicants should refer to the TCC Quantification Methodology[4] for additional details.
- TCC Application Technical Assistance providers may request additional information and supporting documentation from Applicants. Applicants must work with the TCC Technical Assistance providers and program staff to facilitate GHG quantification.

PRIORITY POPULATION FORMS

Applicants must complete “Priority Population” forms for all Fundable Projects (Quantifiable and Non-Quantifiable). The forms contain questions that prompt the Applicant to provide identifying information and (1) Identify Priority Population(s), (2) Address a Need, and (3) Provide a Benefit for each project.

- **Proposal Name**, **Project Name**, and **Lead Applicant** should match the information provided in the project Workbook and in the FAAST system.

[4] TCC Quantification Methodology - https://www.arb.ca.gov/cc/capandtrade/auctionproceeds/sgc_tcc_finalqm_080218.pdf?_ga=2.194733229.1221235437.1534291934-1532182835.1514335415

- Follow the instructions provided for each section of the table.

E. Application Workbooks

Applicants are required to complete 4 types of workbooks: a Summary Workbook, Project Workbooks, Plan Workbooks, and Leverage Workbooks. Each workbook includes multiple tabs that must all be completed. See instructions for each workbook below.

SUMMARY WORKBOOK

This Workbook will be completed by the Lead Applicant. It must be consistent with all other submitted Project Workbooks, Plan Workbooks, and Leverage Workbooks.

Application Summary

- **Lead Applicant, Proposal Name,** and **City** should match information entered into the FAAST system.
- If there are more than nine (9) Co-applicants, copy and paste the table template to add more.
- If the Lead Applicant or Co-applicant Type is identified as "other", use the space below to provide an explanation or description.

Proposal Summary

- This table should list ALL Projects (Quantifiable, Non-Quantifiable, Leverage) and Transformative Plans.
- **Do not** edit any cells in gray, **green**, or red.
- **Lead Applicant, Proposal Name,** and **City** should automatically fill from the **Applicant Summary** tab.
- **PROJECT #** and **PROJECT NAME** should match the names provided in the Project Workbooks and TCC R2 Implementation Grant Application .zip file.
- Select the **PROJECT TYPE** from the drop-down menu.
- Select the **STRATEGY** from the drop-down menu.
- Insert the **TOTAL REQUESTED GRANT FUNDS** and **TOTAL LEVERAGE**, as calculated by the individual Project or Plan Workbooks.
  - Note: **Lead Applicant Indirect Costs** and **Indicator Tracking** do not appear in any other Workbooks. They will be inserted into the Summary Workbook only. Make sure these values match the numbers included in the **Requested Grant Funds** tab.
  - **Lead Applicant Indirect Costs** will be added to any Indirect Costs from other Plans and Projects in order to calculate the total Indirect Costs for the entire proposal. Indirect Costs cannot exceed 5% of the **TOTAL REQUESTED GRANT FUNDS**.
- The "Check" column will indicate whether the **TOTAL PROJECT COST** equals the sum of **TOTAL REQUESTED GRANT FUNDS** and **TOTAL LEVERAGE**
- Insert a **Description** of each Project (not required for Transformative Plans or Indirect Costs). Keep in mind that this summary sheet will be the main financial summary of the entire Proposal.
  - Note: Description should be no more than 150 characters. Use the **Character Count** as a guide.

Requested Grant Funds

- This table should include ONLY Transformative Plans and Projects that include a request for grant funds. Leverage funded projects and the Displacement Avoidance Plan **should not** be included.
- **Do not** edit any cells in gray, **green**, or red.
- **Lead Applicant, Proposal Name,** and **City** should automatically fill from the **Applicant Summary** tab.
- **PROJECT #** and **PROJECT NAME** should match the names provided in the Project Workbooks and TCC R2 Implementation Grant Application .zip file.
  - **Lead Applicant Indirect Costs** and **Indicator Tracking** do not appear in any other Workbooks. They will be inserted into the Summary Workbook only. Make sure these values match the numbers included in the **Proposal Summary** tab.
- For Projects, insert the total for each Cost Category (**PREDEVELOPMENT**, **PROJECT**, and **INDIRECT**), as calculated by the individual Project Workbooks.
  - Note: In each Project Workbook, Applicants can filter by **COST CATEGORY** to calculate each cost category (Sub)total
- For the Community Engagement and Workforce Development/Economic Opportunity Plans, insert the total for **INDIRECT** costs and **DIRECT** costs.
  - Note: In each Plan Workbook, Applicants can filter by **COST CATEGORY** to calculate each cost category (Sub)total.
- The **CALCULATED (SUB)TOTAL** row will automatically calculate for each column.
- The **CALCULATED PERCENT** row will indicate whether or not the Applicant has violated any cost caps or minimums, as defined in the TCC Program Guidelines.
- Indicate whether each project is **QUANTIFIABLE** or **READY** in the last two columns. This should match information provided in the Fillable PDFs for each project.
  - Note: Projects that are **both** ready and quantifiable must account for at least 50 percent of requested grant funds, per the TCC Program Guidelines.

Leverage Funding Sources

- Use this tab to provide a summary of all Leverage funding sources.
- **Lead Applicant, Proposal Name,** and **City** should automatically fill from the **Applicant Summary** tab.
- **Do not** edit any gray cells.
- Indicate which **Project Number, Transformative Plan,** or **Lead Applicant Indirect Costs** that each fund is associated with.
- Provide the name of the **FUNDING SOURCE** and **AMOUNT**.
- Indicate whether or not the funding is contingent upon the Applicant receiving the TCC Award.
- Fill in the date committed or anticipated commitment date.
- Provide the name of the associated supporting documentation for each funding source.

PROJECT WORKBOOK

Applicants must complete this workbook for all Fundable Projects (both Quantifiable and Non-Quantifiable).

Work Plan

- **Lead Applicant, Proposal Name,** and **City** should match information entered into the FAAST system.
- The **Lead Entity** must be either the Lead Applicant or one of the Co-applicants identified in the **Applicant Summary** tab of the Summary Workbook.
- Task Table Formatting
  - Applicants may add or delete Task tables if they have more/fewer than five (5) Tasks.
  - Applicants may add or delete the number of subtasks from each Task table, as appropriate.
  - Drag the lower-right corner of each task table to add additional rows, or insert rows manually.
- Task Table Components
  - **Subtasks** should be labeled "A, B, C, D, E…" etc.
  - **Descriptions** should be no more than 150 characters. Refer to the **Character Count** as a guide.
  - **Deliverables/Milestones** should be discrete and measurable.
  - **Responsible Parties** should be a Lead Applicant, Co-applicant, or Subcontractor,
  - **Timeline** should be measured in months from the start date (e.g. "Month 1 – Month 3")

Budget

- **Lead Applicant, Proposal Name,** and **City** should automatically fill from the **Work Plan** tab.
- Budget Table Formatting
  - Do not edit any cells in gray, green, or red.
  - Drag the lower-right corner of the budget table to add additional rows, or insert rows manually.
  - To insert additional **LEVERAGE SOURCE** columns, right click on **LEVERAGE X** and select "Insert Table column to the left."
    - Note: This ensures that **TOTAL LEVERAGE** represents the sum of all Leverage columns.
- Budget Components
  - **TASK #** should correspond to one of the Tasks identified in the **Work Plan** tab.
  - **COST CATEGORY** must be one of the 3 options provided in the drop-down menu: "Project Costs", "Predevelopment Costs", or "Indirect Costs"
    - Note: "Project Costs" should account for any engagement/outreach and workforce-related activities that Lead Entities will perform at the project level. The work plans and budgets for the actual Community Engagement Plan and Workforce Development and Economic Opportunity Plan are reserved for activities performed across the entire Project Area at the proposal level.
  - **COST DESCRIPTION** should be the name of a budget line item, e.g. a personnel position, Partner name, Subcontractor (named or "To Be Determined"), or other specific direct costs (meeting supplies, airfare, etc.)

- **COST PER UNIT** can be an hourly rate, estimated contract amount, or other cost per unit amounts.

- Budget Components (continued)
  - **UNITS** can refer to a number of hours or another discrete number of items.
    - Note: If the "cost per unit" can be left as "1" if appropriate
  - The **CHECK** column indicates whether **TOTAL PROJECT COST** equals the sum of **TOTAL REQUESTED GRANT FUNDS** and **TOTAL LEVERAGE.** If the cell says "FALSE", check values.
- **Budget Supporting Documentation**
  - **Applicants must provide vendor quotes or other supporting documentation to justify the cost of equipment (over $5,000).**
  - **Applicants must provide vendor quotes or other supporting documentation to justify the cost of each subcontractor (above $100,000).**
  - **Supporting documentation may include, but is not limited to, submitted bids or documentation from previous projects.**
  - **Upload supporting documentation into the project folder and label using the provided naming convention.**

PLAN WORKBOOK:
Applicants must complete this workbook for the Community Engagement Plan and Workforce Development and Economic Opportunity Plan. The Displacement Avoidance Plan will require the Leverage Workbook.

Work Plan

- **Lead Applicant, Proposal Name,** and **City** should match the information entered into the FAAST system and PDF Questions.
- Task Table Formatting
    - Applicants may add or delete Task tables if they have more/fewer than five (5) Tasks.
    - Applicants may add or delete the number of subtasks from each Task table, as appropriate.
    - Drag the lower-right corner of each task table to add additional rows, or insert rows manually.
- Task Table Components
    - **Subtasks** should be labeled "A, B, C, D, E…" etc.
    - **Descriptions** should be no more than 150 characters. Refer to the **Character Count** as a guide.
    - **Deliverables/Milestones** should be discrete and measurable.
    - **Responsible Parties** should be a Lead Applicant, Co-applicant, or Subcontractor,
    - **Timeline** should be measured in months from the start date (e.g. "Month 1 – Month 3")

Budget

- **Lead Applicant, Proposal Name,** and **City** should automatically fill from the **Work Plan** tab.
- Budget Table Formatting
    - Do not edit any cells in gray, green, or red.
    - Drag the lower-right corner of the budget table to add additional rows, or insert rows manually.
    - To insert additional **LEVERAGE SOURCE** columns, right click on **LEVERAGE X** and select "Insert Table column to the left."
        - Note: This ensures that **TOTAL LEVERAGE** represents the sum of all Leverage columns.
- Budget Components
    - **TASK #** should correspond to one of the Tasks identified in the **Work Plan** tab.
    - **COST CATEGORY** must be one of the 3 options provided in the drop-down menu: "Direct Costs", or "Indirect Costs"
        - Note: "Direct Costs" will account for Community Engagement Plan and Workforce Development and Economic Opportunity Plan activities performed across the entire Project Area at the proposal level. Any engagement/outreach and workforce-related activities that Lead Entities perform at the project level should not be included in any Plan Budgets. They will be captured as "Project Costs" in the Project Workbooks instead.
    - **COST DESCRIPTION** should be the name of the budget line item, e.g. personnel position, Partner name, Subcontractor (named or "To Be Determined"), or other specific direct costs (meeting supplies, airfare, etc.)

- **COST PER UNIT** can be an hourly rate, estimated contract amount, or other cost per unit amounts

- Budget Components (continued)
  - **UNITS** can refer to a number of hours or another discrete number of items.
    - Note: If the "cost per unit" can be left as "1" if appropriate
  - The **CHECK** column indicates whether **TOTAL PROJECT COST** equals the sum of **TOTAL REQUESTED GRANT FUNDS** and **TOTAL LEVERAGE.** If the cell says "FALSE", check values.
- **Budget Supporting Documentation**
  - **Applicants must provide vendor quotes or other supporting documentation to justify the cost of equipment (over $5,000).**
  - **Applicants must provide vendor quotes or other supporting documentation to justify the cost of each subcontractor (above $100,000).**
  - **Supporting documentation may include, but is not limited to, submitted bids or documentation from previous projects.**
  - **Upload supporting documentation into the plan folder and label using the provided naming convention.**

LEVERAGE WORKBOOK

This workbook will be used for the Leverage Funded Projects and the Displacement Avoidance Plan.

Work Plan

- **Lead Applicant, Proposal Name,** and **City** should match the information entered into the FAAST system and PDF Questions.
- Task Table Formatting
  - Applicants may add or delete Task tables if they have more/fewer than five (5) Tasks.
  - Applicants may add or delete the number of subtasks from each Task table, as appropriate.
  - Drag the lower-right corner of each task table to add additional rows, or insert rows manually.
- Task Table Components
  - **Subtasks** should be labeled "A, B, C, D, E…" etc.
  - **Descriptions** should be no more than 150 characters. Refer to the **Character Count** as a guide.
  - **Deliverables/Milestones** should be discrete and measurable.
  - **Responsible Parties** should be a Lead Applicant, Co-applicant, or Subcontractor,
  - **Timeline** should be measured in months from the start date (e.g. "Month 1 – Month 3")

Budget

- **Lead Applicant, Proposal Name,** and **City** should automatically fill from the **Work Plan** tab.
- Budget Table Formatting
  - Do not edit any cells in gray, green, or red.
  - Drag the lower-right corner of the budget table to add additional rows, or insert rows manually.
  - To insert additional **LEVERAGE SOURCE** columns, right click on **LEVERAGE X** and select "Insert Table column to the left."
    - Note: This ensures that **TOTAL LEVERAGE** represents the sum of all Leverage columns.
- Budget Components
  - **TASK #** should correspond to one of the Tasks identified in the **Work Plan** tab.
  - **COST DESCRIPTION** should be the name of the budget line item, e.g. personnel position, Partner name, Subcontractor (named or "To Be Determined"), or other specific direct costs (meeting supplies, airfare, etc.)
  - **COST PER UNIT** can be an hourly rate, estimated contract amount, or other cost per unit amounts
  - **UNITS** can refer to a number of hours or another discrete number of items.
    - Note: If the "cost per unit" can be left as "1" if appropriate
  - The **CHECK** column indicates whether **TOTAL LEVERAGE** equals the sum of all Leverage Sources. If the cell says "FALSE", check values.

AHSC APPLICATION WORKBOOK

Applicants that are proposing an affordable housing project under the Equitable Housing and Neighborhood Development Strategy complete the AHSC Application Workbook. Note that for the excel workbook to be fully functional:

- The AHSC Application Workbook is compatible with under the Windows operating system (not with Mac)
- Macros must be enabled

F. Application Checklist

Below are the required materials for each section of the TCC Round 2 Implementation Grant Application. Use the checklist below to ensure that the application is complete before submitting via the FAAST system.

FAAST System:

- ☐ Create a login name and password
- ☐ Complete narrative questions in FAAST

Threshold Uploads:

- ☐ Project Area
  - Project Area Map
  - Project Area Summary
- ☐ Signed Memorandum of Understanding (MOU)
- ☐ Support and Participation of Public Agencies
  - Adopted Resolution
  - Letter of Support
- ☐ Management Capacity
  - Annual Reports, Close-Out reports, etc.
  - Letters of support for each Lead Entity
- ☐ Financial Capacity
  - Organizational budget
  - Financial Audit and/or copy of most recent financial statements
  - Non-profits only: Copy of the most recent Federal Form 990 and IRS 501 (c)(3) Tax Determination Letter
- ☐ **Leverage Funding Verification**
- ☐ Letter from the Local Jurisdiction's Planning and Public Works Department
- ☐ High Speed Rail Map (as applicable)

Transformative Plans:

- ☐ Fillable PDF Questions
- ☐ Workbook
  - "Plan Workbook" for CEP and WDEOP only
  - "Leverage Workbook" for DAP only
- ☐ **Budget Supporting Documentation**

Summary Workbook:

- ☐ Save to the main folder in the .zip file

Quantifiable Projects:

- ☐ Project Workbook
- ☐ **Budget Supporting Documentation**
- ☐ Fillable PDF Questions
- ☐ Readiness Documentation
- ☐ Quantification Documentation
- ☐ Priority Population PDF

Non-Quantifiable Projects:

- ☐ Project Workbook
- ☐ **Budget Supporting Documentation**
- ☐ Fillable PDF Questions
- ☐ Readiness Documentation
- ☐ Priority Population PDF

Leverage Funded Projects:

- ☐ Leverage Workbook
- ☐ Fillable PDF Questions

File Management:

- ☐ Double check naming conventions for all files
- ☐ Double check folder structure and delete any folders that are empty/unused
- ☐ Save materials into ~~each separate~~ .zip file ~~("Scenario 1" and "Scenario 2")~~

FINAL SUBMISSION in FAAST:

- ☐ Double check all narrative questions in the FAAST system
- ☐ Upload .zip file~~s~~ in the "Attachments" tab
- ☐ Submit Application